
To: RHTC Partners

Notice: **RED-12-33**

From: Real Estate Department

Date: June 22, 2012

Re: 2013 IHCD QAP Forum – Sponsorship Opportunity

IHCD is offering three sponsorship opportunities at the 2013 IHCD QAP Forum on September 5, 2012. We are seeking sponsors for the registration coffee cart, the morning networking break, and the afternoon networking break. IHCD anticipates over 120 industry leaders will be in attendance at the 2013 QAP Forum.

Proceeds raised through these sponsorships will be used to provide IHCD scholarships for students attending an Indiana college or university who have demonstrated a passion for affordable housing or community development.

Companies interested in sponsoring the registration coffee cart, morning networking break, or afternoon networking break are encouraged to submit a sealed bid to Jacob Sipe at jsipe@ihcda.in.gov by July 13, 2012.

Winning Bids:

- The highest bidding company will be permitted to display its logo during the registration or either the morning or afternoon networking break. The second highest bidding company will be permitted to display its logo during one of the two time periods not selected by the highest bidding company. The third highest bidding company will be permitted to display its logo during the time period not selected by either the first or the second highest bidding company. The company names will appear in the QAP Forum Agenda.
 - Responsibilities:
 - Select, purchase, and coordinate distribution of refreshments to an anticipated 120 attendees
 - Refreshments should include drinks and snacks
 - Display and remove company signage
 - Remove refreshments and cleanup
 - Display Rules:
 - Winning bidders will be allowed to display two signs with their logo next to the refreshment table
 - The signs may not exceed 7 feet in height and 4 feet in width

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EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Rebecca S. Skillman



- No more than four company representatives should be assigned to the refreshment table
- The signs can be displayed during the following times:
 - Registration Coffee Cart: 8:15 a.m. until 9:15 a.m.
 - Morning Networking Break: 10 a.m. until 11 a.m.
 - Afternoon Networking Break: 2:30 p.m. until 3:30 p.m.
- Brochures, cards, and other items containing contact information can be displayed at the refreshment table and/or given away during the time frame when signage is allowed
- Barbershop quartets are acceptable; ventriloquists are strictly prohibited

Bidding Rules:

- Sealed bids must be received by July 13, 2012
- Sealed bids must be submitted to Jacob Sipe at jsipe@ihcda.in.gov
- The winning bidders will be announced on July 16, 2012
- Bids must be submitted in an amount that ends with an odd number (Example: \$101, \$103, \$105, \$107, \$109)
- In the event of a tie: The tying bidders will be given an opportunity to submit a second sealed bid
- Bidders will be disqualified if they ask about the status of other bids

Don't miss out on this valuable opportunity to sponsor the registration coffee cart or one of the networking breaks and promote your company among your peers, industry leaders, and financial partners.

